



# Personal Wireless Telecommunication Facilities Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

## PERSONAL WIRELESS TELECOMMUNICATION FACILITIES (PWTF) COMMERCIAL BUILDING (CBP) and/or CONDITIONAL USE PERMIT (CUP) APPLICATIONS

- \_\_\_\_\_ 1. Original and 1 copy - Commercial Building Permit Application
- \_\_\_\_\_ 2. Original and 19 copies - Master Permit Application (when CUP required)
- \_\_\_\_\_ 3. 2 copies - CUP Minor Modification request letter (if applicable)
- \_\_\_\_\_ 4. 20 copies - CUP cover letter
- \_\_\_\_\_ 5. 5 copies (2 copies if CBP only) - Noise Study showing compliance with Chapter 10.01 SCC (for all existing and proposed equipment)
- \_\_\_\_\_ 6. 5 copies (2 copies if CBP only) - NIER Report (RF Study) showing compliance with FCC Regulations with power density shown in MPE (Include all existing and proposed PWTFs within 500 ft)
- \_\_\_\_\_ 7. 5 copies - Drainage Report (if applicable)
- \_\_\_\_\_ 8. 5 copies (if applicable):

8A. A critical area study for any development activity or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).

8B. A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140).

8C. A hydrogeologic report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

- \_\_\_\_\_ 9. 5 copies (2 copies if CBP only) of Tower Lighting Details, including shielding (if not shown on plans). Required if tip height is over 200' or tower in the vicinity of an airport or if lighted. If tower will not have a light, indicate on Elevation Drawings.
- \_\_\_\_\_ 10. 3 sets of Photo Simulations (For CUP only)
- \_\_\_\_\_ 11. 20 copies of a completed SEPA Checklist (2 copies if CBP only)
- \_\_\_\_\_ 12. 2 copies of the Hearing Examiner's Decision (for CBP application or Minor Modification to CUP) if not concurrent with CUP application and a CUP was required
- \_\_\_\_\_ 13. Certification of Lot Status Form (when required)
- \_\_\_\_\_ 14. 2 copies Site Plan (8½" x11")
- \_\_\_\_\_ 15. 2 copies Vicinity Map (8½"x11")
- \_\_\_\_\_ 16. 5 copies of a completed Land Use Permit Binder legal description recording form (for CUP only)
- \_\_\_\_\_ 17. 5 copies of FAA Form 74-60 completed by the FAA, if tower is within 20,000 feet of an airport or the tower is 200 feet or taller. (This may be submitted at a later date, but will be required prior to issuance of a SEPA Threshold Determination.

- \_\_\_\_\_ 18. 2 copies of Tower Site Coordinates (in NAD83 format) This is required for all applications. These may be placed on the first page of the Commercial Building Permit Application if filed concurrently.
- \_\_\_\_\_ 19. 2 copies of structural analysis/calculations (for CBP)
- \_\_\_\_\_ 20. 1 copy of Lease showing compliance with SCC 30.41A.020(9), SCC 30.41B.020 (13), SCC 30.41D.010(3)(e)
- \_\_\_\_\_ 21. 2 copies of dwelling unit setback waiver if applicable.
- \_\_\_\_\_ 22. 2 copies of documentation of co-location attempts
- \_\_\_\_\_ 23. 2 copies of a list containing any priority bird species habitat located within 1000 feet of the proposed facility site. The list shall include measures and buffer zones use to comply with the recommendations specified in SCC 30.23.110(25)(f).

**Recommended Forms/Documentation (for CUP only - 4 sets required)**

- \_\_\_\_\_ 24. Market study on effects of PCS/Cell towers on property values (must be like type neighborhood) may be required
- \_\_\_\_\_ 25. Quantitative analysis of site selection process (which sites looked at and why this site selected)
- \_\_\_\_\_ 26. Propagation maps showing coverage area before and after proposed facility

**REQUIRED PLANS: (Minimum paper size 24"x36")**

**3 copies for CBP only, 20 copies for CUP or concurrent CUP/CBP Applications, 5 copies for CBP/Minor Modification unless otherwise noted (8 sets must be full size, remainder may be reduced size)**

- \_\_\_\_\_ 27. Site Plan which shall include the following on a SINGLE SHEET for the entire parcel:
  - Vicinity Map
  - Tax Account Number(s)
  - Legal Description (for the entire parcel)
  - North arrow
  - Scale -- minimum Engineering scale: 1"= 50' (1" = 30' preferred)
  - Date of preparation
  - All property lines with dimensions
  - Topography at contour intervals of 5 feet or less (If slope is less than 1% make a note on site plan instead of showing topos). TOPOS MUST ALSO BE ON CIVIL PLANS.
  - Location of any and all easements, existing or proposed
  - Setbacks from: ALL property lines, easements and/or existing buildings and FOR ALL proposed and existing towers, building and/or equipment cabinets. The setback is measured from the widest appendage, i.e., antenna or tower base. (Minimum setback for towers exceeding zoning height limit is 50'; the setback for equipment is 20' in residential zones)
  - Proposed or existing fence, rockery and/or retaining wall locations
  - Proposed or existing biofiltration swales and/or detention/retention ponds
  - Existing or Proposed Access points from right-of-way to property, showing arrows for ingress and egress
  - Show driveway from access point to tower. If access is to private road or via panhandle show access all the way from the public road to site (break lines may be used). Distinguish between existing and proposed.
  - Septic tank, drainfield and reserve areas (no matter where the tower is located, if site has a drainfield)
  - Distances to proposed or existing structures and parking areas

Proposed and existing parking areas (individual stall detail is not required)  
 Show proposed and existing landscaping that meets the requirements of section 30.25  
 Indicate all trees to be removed inside and outside of any fenced areas and for new access ways. (This may be shown on landscape plan for better clarity. If so, make a note on site plan.)  
 Proposed limits of any additional site disturbance (e.g., clearing, grading, new driveway) not already identified. Stormwater site plans and land disturbing activity plans required for compliance with SCC Chapters 30.63A (Drainage) and 30.63B (Land Disturbing Activity).  
 Place the paint note on site plan and elevation sheets (Snohomish County or FAA requirement)  
 Show the NVRA on the site and civil plans (check with Snohomish County Project Manager to determine)

- \_\_\_\_\_ 28. Complete architectural/structural plans
- \_\_\_\_\_ 29. Landscape plan(s) – in compliance with SCC 30.25.025
- \_\_\_\_\_ 30. Civil plan(s) – (if applicable) See Targeted or Full Drainage Plan Checklist for projects vested on or after September 30, 2010
- \_\_\_\_\_ 31. Include on plans the locations of all critical areas including:
  - 1. Wetlands and fish & wildlife habitat conservation areas on or within 300 feet of the site, including required buffers (SCC 30.62A.130).
  - 2. Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130).
  - 3. Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).
  - 4. Existing NGPA, NGPA/E and proposed CAPA.
- \_\_\_\_\_ 32. 5 copies of Wetland Mitigation Plan (if applicable)
- \_\_\_\_\_ 33. 2 copies of service area map showing service area within 1 mile of the proposed facility
- \_\_\_\_\_ 34. Applicable fees.